

15-1103

25 MAR 1975

MEMORANDUM FOR: Honor and Merit Awards Board
THROUGH : Deputy Director for Administration
SUBJECT : Unit Award

1. The purpose of this memorandum is to recommend that a combined unit award be given to Recruitment Division and the Coordinator for Cooperative and Summer Intern Programs for their black recruitment efforts during the period October 1973 -- 28 February 1975.

2. During 1973 the Director personally committed the Agency to improving its posture with regard to black employees. The basic responsibility was placed upon the Agency's formal recruiting mechanism to find qualified black applicants for Agency employment consideration. Plans were developed in a series of regional recruiter conferences in the Summer of 1973 preparatory to the recruitment campaign beginning that October.

3. Since then, the recruiters have readjusted their priorities. They have spent a substantially larger part of their working time seeking out and developing black applicant sources. They have intensified their efforts in the predominantly black colleges and universities, mainly in the South, which were heretofore rarely visited. They have contacted minority affairs officers and minority counselors at all major universities which have a significant black population at both the undergraduate and graduate levels. Recruiters have attended minority career days at many schools. They have contacted both local and national headquarters of the Urban League and other black assistance organizations to make our wants known. They have also followed-up aggressively on black leads resulting from Agency advertising campaigns in publications like Ebony and Equal Opportunity.

4. All recruiters and the Coordinator spend a great deal of time with individual blacks in an attempt to interest them

in Agency employment. They monitor black applicants closely until their forms have been completed and then forward such cases to Headquarters on a priority basis. They continuously coordinate among themselves to ensure that all black recruitment sources are fully exploited. In addition, they coordinate the activities of and often accompany Agency employees who contact faculty members at their Alma Maters with regard to black applicants. Once the employee makes the initial contact, the "lead source" is turned over to the recruiter for further development and use.


5. Since early in 1974 it has become evident that the efforts of the recruiters and the coordinator are paying dividends. Black candidates of good to excellent quality are being submitted for Agency employment consideration in substantial number. Minority recruitment activities show no signs of decreasing in intensity. When compared with results of 1972 and 1973, our current achievements are both dramatic and impressive:

	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975*</u>
Number of applications received	92	84	350	69
Number of applicants to whom job offers were made	52	34	150	13
Number of applicants who entered on duty	7	14	54	13

*Through February 28

During 1974 the GS grade spread of Black EOD's was as impressive as the quantity: 2 GS-15s, 2 GS-14s, 1 GS-13, 4 GS-11s, 4 GS-10s, 7 GS-09s, 8 GS-08s, 20 GS-07s, 3 GS-06s and 3 GS-05s.

6. I believe that Recruitment Division and the Coordinator for Cooperative and Summer Intern Programs deserve special recognition for their black recruitment efforts and recommend that they be awarded a combined unit citation.


F. W. M. Janney
Director of Personnel

STAT